



City of Johannesburg
Pikitup

Pikitup Head Office
Jorissen Place
66 Jorissen Street
Braamfontein
2001

Private Bag X74
Braamfontein
Johannesburg
2017
Tel+27(0) 11 712 5200
Fax +27(0) 11 712 5322
www.pikitup.co.za
www.joburg.org.za

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Manager: Performance Management	Human Resources	D

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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VACANCY: MANAGER PERFORMANCE MANAGEMENT

Date of the advert: 17 November 2019

**Closing Date for application: Monday 02 December 2019
(16h30)**

Department : Human Resources
Post Title : Manager Performance Management
Location : Head Office
Level : Grade D
Reference No: HR11/HRSP/2019

Post Description

Lead, direct and manage the Performance Management section of the HR Department by ensuring the formulation and implementation of strategic objectives and policies to enable the HR department to successfully achieve its mandate in relation to Performance Management activities.

Key Responsibilities

- ✓ Design, implement and monitor appropriate Performance Management systems, policies and procedures to enable Pikitup employees and teams understanding of the goals of organisation and to identify how individual and team outputs contribute to the achievement of the Pikitup 's business objectives; specifically through managing the performance cycle to ensure cascading of business goals and KPAs across the entity.
- ✓ Work with key stakeholders to establish and support the link between strategic business objectives and the relevant employee's day-to-day tasks and activities by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual, team and organizational performance.
- ✓ Ensure targeted communication and capacity building programmes in the performance management process to enable managers to effectively evaluate and measure individual and team performance and to optimize performance and productivity.
- ✓ Manage and coordinate organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed using a data-driven approach that sets priorities for improvements in line with on-going strategic imperatives.
- ✓ Develop and communicate the strategic vision, scope, priorities, processes, systems and tools of the performance management unit.
- ✓ Provide leadership and coordination for performance management and improvement initiatives, ensuring their alignment to improving Pikitup's operational efficiency and effectiveness; and ultimately evaluating the impact that these initiatives have on organizational performance.
- ✓ Work with the GM Services and Operations, to contribute to the design, implementation and management of an effective bonus and incentive programme.
- ✓ In liaison with the Training and Development Unit, contribute to the design, implementation and management of effective leadership and employee development initiatives to address performance and competency gaps.
- ✓ Design, implement and manage organization-wide performance training/capacity building for all levels of employees and management to drive for positive and measurable impact on the culture and performance of Pikitup.
- ✓ Work with the Information Technology division to ensure the development, enhancement or acquisition of the Information Technology tools needed to support the performance management activities of Pikitup

- ✓ Establish and disseminate guidelines and manuals which will serve as reference documents on staff performance management for appraisees as well as appraisers.
- ✓ In liaison with the Human Resources Officers, support the development and implementation of monitoring systems for divisional or departmental performance indicators and standards, including ensuring data quality and compliance with internal and external performance measurement requirements.
- ✓ Work with other cognate units in HR to manage the consequences related to performance evaluation results, e.g. performance bonuses, Performance Improvement Plans, responses to requests for review of the evaluation or scoring, moderation, learning and development activities, etc.
- ✓ Oversee the implementation of key performance measures, core competencies and core values into performance appraisal system.
- ✓ Lead, manage and monitor the design, implementation and effective use of 360-degree feedback process for senior managers; including the dissemination of individual reports and coordination of development discussions between managers and their staff.
- ✓ Design capacity development interventions and coordinate the implementation of learning programs and mentoring/coaching activities to address areas of development identified during PM cycle.
- ✓ Keep the executive management of Pikitup informed on critical issues concerning the implementation of the performance management process; make recommendations to Senior Management on key decision points regarding this process; and seek for guidance from Senior Management on critical issues.
- ✓ Lead initiatives for introducing/maintaining best practices, including benchmarking relevant policies and practices with similar organizations or market leaders, as may be approved from time to time.

Minimum Requirements

Minimum Qualifications

- ✓ Bachelor's Degree in Human Resources.

Minimum Experience

- ✓ 6 years of overall HR experience.
- ✓ A minimum of 5 years' specialist experience in Performance Management.
- ✓ 1-3 years' experience in management/supervisory/leadership position in HR
- ✓ Driver's license and access to own vehicle.

Required Competencies

Knowledge

- ✓ Knowledge and experience of developing analyzing, designing, implementing and evaluating structured performance management systems, policies and procedures processes for a large organization.
- ✓ In depth knowledge of performance management concepts, theories & related practices & tools with substantial experience of incorporating these into business focused solutions, e.g. cascading objectives, developing scorecards, competency models & their applications and setting performance standards & measuring results.
- ✓ Good understanding of the roles & responsibilities of key business functions and how they inter-relate to achieve business objectives.
- ✓ Experience of either developing & delivering training or of structuring & facilitating performance management workshops with a manager or professional level audience.
- ✓ Experience of providing advisory/consultative services to senior/executive management.
- ✓ Knowledge and experience of online performance management systems.
- ✓ Knowledge of South African employment Laws and regulations.
- ✓ Working knowledge of the public service or ambit of public entities.
- ✓ Working knowledge and/or understanding of Municipal Finance Management Act (MFMA) and Municipal Systems Act.

Skills

- ✓ Problem-solving and analytical skills.
- ✓ Excellent planning & organizing skills with the ability to work with minimal direction.

- ✓ Strong consulting skills.
- ✓ Good interpersonal skills with experience of building effective working relationships at all levels of an organization.
- ✓ Strong leadership and staff development skills.
- ✓ Strong interpersonal skills and diplomacy
- ✓ Report writing, policy and strategy drafting.
- ✓ Change management.
- ✓ Advanced computer systems skills including Ms Word, Ms Excel, Ms Project
- ✓ Excellent verbal and written communication skills.
- ✓ Excellent analytical skills with experience of developing innovative & business focused solutions.
- ✓ Persuading and Influencing skills
- ✓ Presenting to all levels of staff.
- ✓ Report writing and statistical analysis.
- ✓ Monitoring and Evaluation.
- ✓ Use of dashboards and analytics.
- ✓ Advanced systems skills, excel, MS Project.

Behaviours

- ✓ Critical thinking.
- ✓ Attention to detail.
- ✓ Ability to negotiate and influence others.
- ✓ Ability to collaborate and work in a team.
- ✓ Impeccable judgment and professionalism in handling and communicating confidential and sensitive employee or prospective employee data.
- ✓ Good time-management.
- ✓ Adhering to principles and values.
- ✓ Planning and Organizing.
- ✓ Deciding and initiating action.
- ✓ Adapting and responding to change.
- ✓ Delivering results and meeting deadlines.
- ✓ Excellent judgment & reasoning ability.

Preferences/Advantages

- ✓ Postgraduate degree in Human Resources or Performance Management.
- ✓ Accreditation by SABPP or IPM.
- ✓ 8 years' specialist experience in Performance Management will be ideal.

Interested **applicants** must please complete the application form available on the vacancies page at pikitup.co.za .For enquiries contact Shirley Tjiane 0873571086 or Keo Segosapelo 0873571129. Completed application forms, CV and supporting documents should be submitted to recruit132019@pikitup.co.za by 16h30 on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.